



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 23, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 26, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m. on Friday, November 6, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

ET IV

Chief Computer Coding Specialist
Bureau of Design & Environment
Highways
Springfield

Attachments
40612

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, November 6, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Engineering Technician IV

Salary Range: \$4,695 - \$8,775

Position Title: Chief Computer Coding Specialist

Union Position: ☒ Yes ☐ No

Position Number: PW014-23-50-308-22-02

IPR#: 40612

Office/Central Bureau/District/Work Address:

Division of Highways / Bureau of Design & Environment / 2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for all highway contract pay items for computer processing, the coding designations of new contract pay items, the updating and distribution of addendums to the published Coded Pay Item Books, and serving as technical liaison with the Bureau of Information Processing in matters relating to the computer program for Schedule of Prices.

Special Qualifications:

The following criteria is desired:

- Knowledge, skill and mental development equivalent to the completion of four years of college preferably with course work in Information Technology
- Eight years experience in performing a variety of technical tasks of which at least four years should be related to computer processing
- Familiarity with Microsoft Office Suite with an emphasis in Excel spreadsheets
- Working knowledge and experience with the IDOT letting process
- Excellent understanding of computers and associated software
- Strong oral and written communication skills; well-organized, detail-oriented and ability to prioritize so as to work on multiple tasks simultaneously

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	7/7/2011	POSITION:	Chief Computer Coding Specialist
APPROVED BY:	<u>Scott Stitt</u>	OFFICE/DIVISION:	Highways—Design & Environment
CODE:	PW014-23-50-308-22-02	REPORTS TO:	Engineer of Project Management

Position Purpose

This position is accountable for all highway contract pay items for computer processing, the coding designations of new contract pay items, the updating and distribution of addendums to the published Coded Pay Item Books, and technical liaison with the Bureau of Information Processing in matters relating to the computer program for Schedule of Prices.

Dimensions

Personnel Supervised	1
Annual Number of Contract Plans Coded	1400 ±
Annual Value of Highway Projects Coded	\$2 Billion

Nature and Scope

This position reports to the Engineer of Project Management as do the six other technical personnel. Reporting to this position is the Coding Specialist.

As Chief Computer Coding Specialist, the incumbent is responsible, without direct supervision, for all Section activities required to transfer highway design quantities and unit pay items into the computer system.

The greatest challenge is providing control of the position's separate and distinct duties all of which are key links to successful fiscal control. Typical problems include completing the coding in a restrictive time frame which is keyed to the letting process. Another problem is the high degree of accuracy required of this position.

The incumbent is accountable for the following separate and distinct factors, all of which are key links to successful fiscal control: Previously established computer designations for contract pay items are assigned individually for each project, and where none is established the incumbent determines new pay item designations and initiates entry into the computer system. All pay items are identified and coordinated with previous decisions regarding cost participation. This funding assignment is the basis for construction contract reimbursement control, by the Bureau of Budget & Fiscal Management, for all cost-participating agencies, such as the Federal Highway Administration, counties, municipalities, railroads, the Army Corps of Engineers, etc. Contract quantities are identified and assigned to their appropriate computer pay item designations. The incumbent is directly responsible for maintaining a record of all assigned pay item code designations in a Master Code Book from which periodic addendums are issued to all holders of that Book. As projects advance through the review stages leading to advertisement for letting, the incumbent must personally see that each individual revision, adjustment or deletion of quantities, pay items, cost participation limits, etc., be assessed and entered into the data processing operation to maintain an accurate basis for contract letting control. The incumbent is responsible for sequential contract number assignments to avoid duplication of job identification and to maintain computer alignment. Prior to each letting, s/he issues a listing of project combinations, alternate bids, and revised Schedule of Prices for the forthcoming letting and must insure that this data is entered into the computer to maintain proper computer Tabulation of Bids Received. The incumbent also assists on letting days, as necessary, for the review of bids received.

Chief Computer Coding Specialist
Highways – Bureau of Design and Environment
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The incumbent supervises the work of the Coding Specialist who handles the less complex coding functions.

The incumbent is required to exercise judgment in the orderly and timely performance of the assigned function with a minimum of supervision.

In the performance of duties, the incumbent is in frequent contact with responsible Central Office personnel associated with the computer system, and occasionally advises District Studies & Plans personnel in matters relating to Pay Item coding methods and procedures.

The effectiveness of this position is measured by the degree of complete and accurate computerized Schedule of Prices. Less than maximum accuracy will be immediately apparent in evaluation of bids received.

Principal Accountabilities

1. Completes and accurate entry of pay items into the data processing operation to maintain contract letting control.
2. Maintains and distributes an up-to-date Master Code Book.
3. Maintains sufficient liaison to the Bureau of Information Processing to ensure that ongoing computer output data conforms to current policies and procedures of the Department.
4. Performs duties in compliance with departmental safety rules.
5. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.